



How to Get the Most from the GO-TO Job Fair

The GO-TO Job Fair is one of the best opportunities you can find to make connections face to face or on Skype with employers who appreciate your value and appreciate your Foreign Service lifestyle. These recruiters meet job candidates daily, so you need to make a first impression which makes you stand out from the crowd. The following is a list of things you should do to prepare to make that first impression dynamic. Recruiters keep notes on the candidates who impress them. You are about to learn what they value most!

A recruiter evaluates you on the following:

Personal appearance – Look your best, wear comfortable but clean shoes, socks or stockings are a must, avoid perfume, be sure your hair is combed, and check your breath.

Professionalism – Be prepared to answer some form of the question “Tell me about yourself.” This is your opening to give some background information, an example of when you demonstrated leadership, what sets you apart from other candidates, and what you can bring to the organization. If you can say all that in less than two minutes, you are a candidate of interest. Practice your response so it flows smoothly when you give it. Based on your research before the event, be prepared to ask open-ended questions that demonstrate your knowledge of the organization and your interest in specific areas. Don’t ask things you could easily glean from their website.

Confidence – Although you may be nervous, try to appear calm and confident. Look the recruiter in the eye, be secure in delivering your answers (this comes with practice), and be careful not to use um, ah, ok or other fillers when you speak. Another way to demonstrate confidence is to speak clearly and don’t interrupt the recruiter. Stay focused on topics about the company, open jobs, and how you fit the organization.

Leadership – Be sure to mention what experience you have with leadership. This can be from work settings, volunteer work or even personal interests, anywhere you demonstrated leadership. Recruiters are well aware that these skills transfer.

Etiquette – Human Resources managers often relay stories of unbelievable behavior they witness from job candidates at job fairs and in interviews. Be sure to demonstrate your superior manners. Again, a firm handshake is a good start. Also address the recruiter by Mr. or Ms., use eye contact, and after the fair send a thank you note with your thanks and interest in the organization.

HERE ARE A COUPLE OF THINGS TO BE SURE YOU DO:

1. Bring copies of your resume. Be sure they include current contact information, have been proofread by several people, and contain your personalized LinkedIn url.
2. Bring business cards to exchange. These cards should include your contact information, your LinkedIn url, your website if it is business oriented, and a tagline if you have one. If you choose to print on the back of your card include three to five skills, characteristics, or experiences that are memorable. Exchange cards with recruiters you speak to, but also with other people you meet at the fair. Jot on the card any information you need for follow-up.
3. Carry a portfolio for your resumes, pens, and notepad.
4. Take advantage of all the services available to you at the fair.

Hopefully, these tips will assist you in making a first impression that leads to your own talent optimization!

**GO-TO
job fair**

**Global Opportunities for
Talent Optimization**

May 2, 2014 at FSI

Employer List

Many of our job seekers have written asking for a list of the participating employers. We will be publishing that list next week. The employers are being invited to LinkedIn this week, so you will probably be aware of many of them before we publish the list.

Be sure to stay active on LinkedIn and/or the website dedicated to the GO-TO Job Fair, www.state.gov/m/fsi/tc/fslstraining/jobfair/ so that you can learn of new employers as they are added.

Questions?

If you have any questions, contact Debbie Thompson, the GO-TO Job Fair coordinator, at gotojobfair@gmail.com.

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